



## Chattanooga Youth & Family Development 2019-20 LIHEAP Requirements



You must submit the following documentation in order to complete your application for assistance. You may submit it by mailing the completed application and the following documentation to our office, bringing it by our office, faxing it to 423-643-6439, or emailing it to [liheap@chattanooga.gov](mailto:liheap@chattanooga.gov)

**Due to the volume of applicants, YFD is not responsible for obtaining account histories or disconnect notices for you, even if we have done so in the past.** Failure to provide this information will result in a delay or denial of your application. You will receive a determination letter by mail. **You should continue to pay your bill until the approved payment credits to your account.** Please contact the office with questions at (423) 643-6434.

*You are required to submit current and verified documentation each time you apply. We CANNOT use documentation from a previous application, nor does YFD keep the following information "on file," even if you have received assistance previously.*

- ☐ **Proof of Social Security numbers for ALL household members.** Proof must be in the form of Social Security Card or other documentation from the Social Security Administration. Please note that we cannot use Medicare cards or any other secondary documentation for SSNs.
- ☐ **Proof of citizenship for the applicant.** (State issued ID, Birth Certificate, Passport, Military ID, Voter's Registration Card or Proof of other Government Benefits)
- ☐ **If claiming veteran status, a copy of the DD-214 or other acceptable documentation.**
- ☐ **Proof of Income for the most recent 30 days for ALL household members 18 or older.** Note that federal guidelines do not allow us to accept bank statements as proof of income.
  - ☐ If paid every week, submit 4-5 check stubs. If paid every other week, submit 2-3.
  - ☐ Social Security, Disability (SSI), VA, or Pension Award Letters showing gross (before deductions) amount for the CURRENT year. (Year-end tax forms are NOT acceptable.)
  - ☐ Child support, alimony, or unemployment income documentation, if applicable.
- ☐ **Account History** for the past 12 months from your utility provider, including current month
  - ☐ The Account History is NOT the same as your Payment History. For EPB clients, this information can only be obtained directly from EPB and is not available to you online.
  - ☐ Alternately, you may submit your last 12 utility bills. (e.g. Chattanooga Gas)
  - ☐ If you have not been in your current residence for 12 months, your account history is only required from the time the account was opened.
- ☐ **If living in Section 8 housing, a copy of your HCPV Resident Worksheet. If living in Public Housing, a copy of your LIPH Resident Worksheet.** A Resident Worksheet can be obtained from the Section 8 Office, property manager, or from the landlord. It must show your current Utility Reimbursement, even if the amount is 0.00 and the number of bedrooms.

*Chattanooga Youth & Family Development does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, religion, sex, gender, or on the basis of disability or age in admission to, participation in, or receipt of their services and benefits of any of its programs and activities.*